

Course ID: MSS 204

Course: Manager Self Service – Time Management -
Timekeeper

Ground Rules



Be on time



Attendance



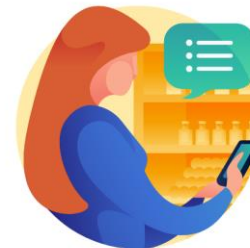
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Time Management processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Time Management<ul style="list-style-type: none">○ Enter Time on Behalf of Employee○ Submit Absence on Behalf of Employee○ Manage Work Schedules• Module 3: Course Summary
Training Audiences	<ul style="list-style-type: none">• Timekeepers
Prerequisites	<ul style="list-style-type: none">• ERP 101 - Overview of ERP• ERP 102 - INFORMS Navigation and Online Help
Other Related Courses	<ul style="list-style-type: none">• N/A
Estimated Duration	<ul style="list-style-type: none">• 3 Hours

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits of the Business Process

The End-to-End Business Process

Introduction to Demonstrations and Exercises

Course Administration and Logistics



To receive credit for completing this course, Users must record your attendance at the beginning, and end of class



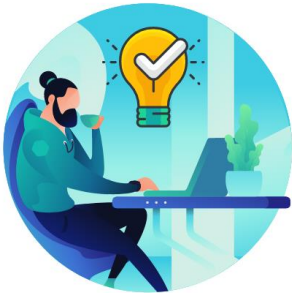
Please turn off your cell phones and refrain from checking email and the Internet while in class



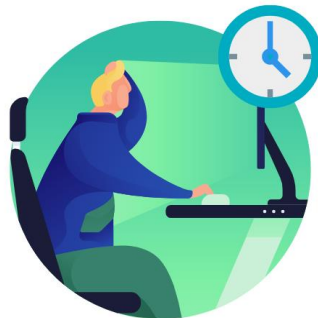
Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

- Enter Time on Behalf of Employee
- Submit Absence on Behalf of Employee
- Manage Work Schedules

Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Role	Responsibilities
Timekeeper	The Timekeeper is responsible for keeping time and attendance at the department level, ensure completeness and accuracy of time.

Navigation

Navigation via NavBar: Human Resources (HCM)

The screenshot displays the 'informs' application interface. At the top left is the 'MIAMI-DADE COUNTY' logo, and at the top right is the 'informs' logo. The main content area is titled 'HOME' and contains a grid of 12 application tiles:

- Finance / Supply Chain (FSCM)
- Approvals
- Budget
- Scorecard
- Employee Self-Service
- Manager Self-Service
- Human Resources (HCM)
- Learning (ELM)
- Analytics (OBIA)
- Capital
- Security Request Forms
- About

The 'Human Resources (HCM)' tile is highlighted. On the right side, the 'NavBar: Navigator' is open, showing a list of navigation options:

- Recent Places
- My Favorites
- Navigator
- Human Resources (HCM) (selected)
- Miami - Dade County
- Self Service
- Manager Self Service
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Enterprise Components
- Reporting Tools
- People Tools
- Company Directory
- Fluid Forms
- My Dictionary

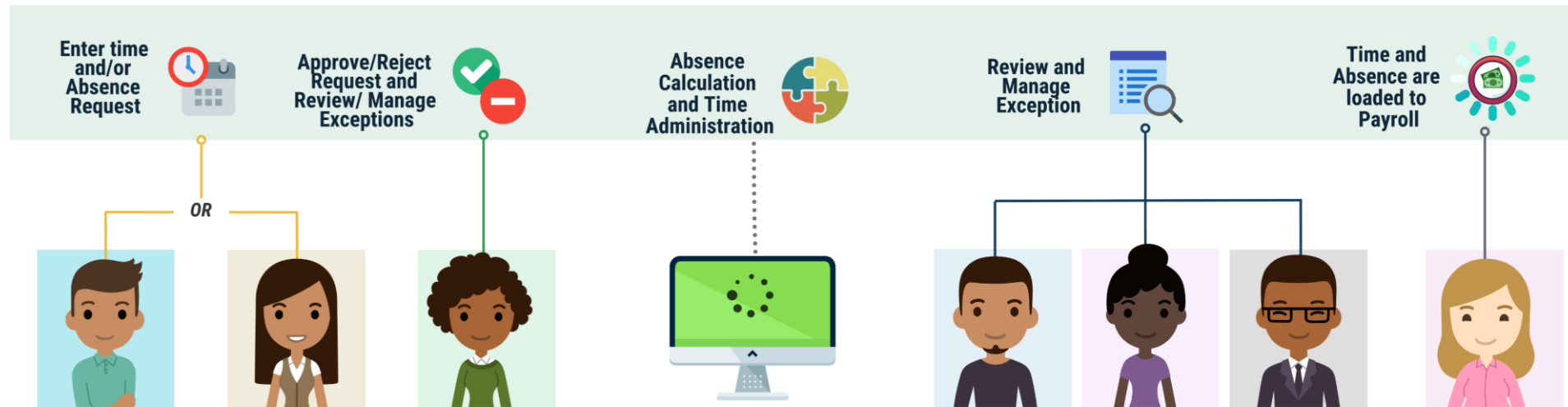
Purpose and Benefits to Business Process

The purpose and benefits of the Time Management business process include:

- Reduce paper processes (Electronic workflows)
- Employee Empowerment (Employee Self Service and Manager Self Service and mobile capabilities)
- Reduction of processing time
- Enhanced Reporting
- Consolidated Benefit Billing System – Leave of Absence (LOA), retirees, and benefit billing all in one system

End-to-End Business Process

TIME AND ABSENCE APPROVAL BUSINESS PROCESS



Roles and Descriptions

 <p>EMPLOYEE</p> <p>The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).</p>	 <p>TIMEKEEPER</p> <p>The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time.</p>	 <p>MANAGER</p> <p>The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.</p>	 <p>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.</p>	 <p>TIME AND LABOR CENTRAL ADMINISTRATOR</p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.</p>	 <p>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p>PAYROLL CENTRAL ADMINISTRATOR</p> <p>The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.</p>
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Introduction to Activities and Exercises

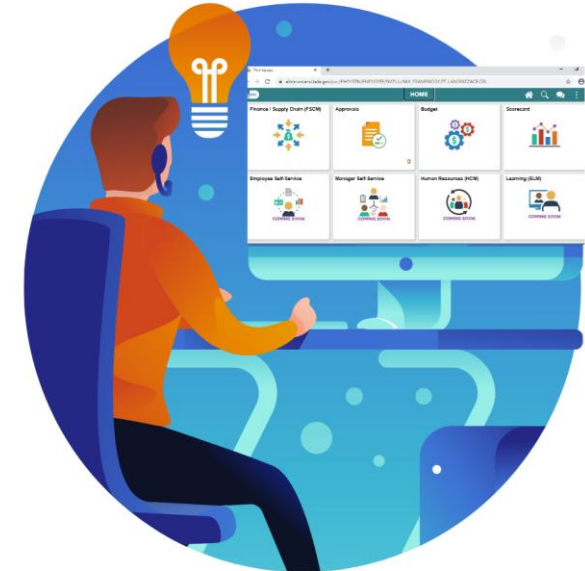
- You will take part in two types of hands-on learning throughout this course.



Instructor
Demo



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Purpose and Benefits of the Business Process

Navigation

The End-to-End Business Process

Introduction to Demonstrations and Exercises

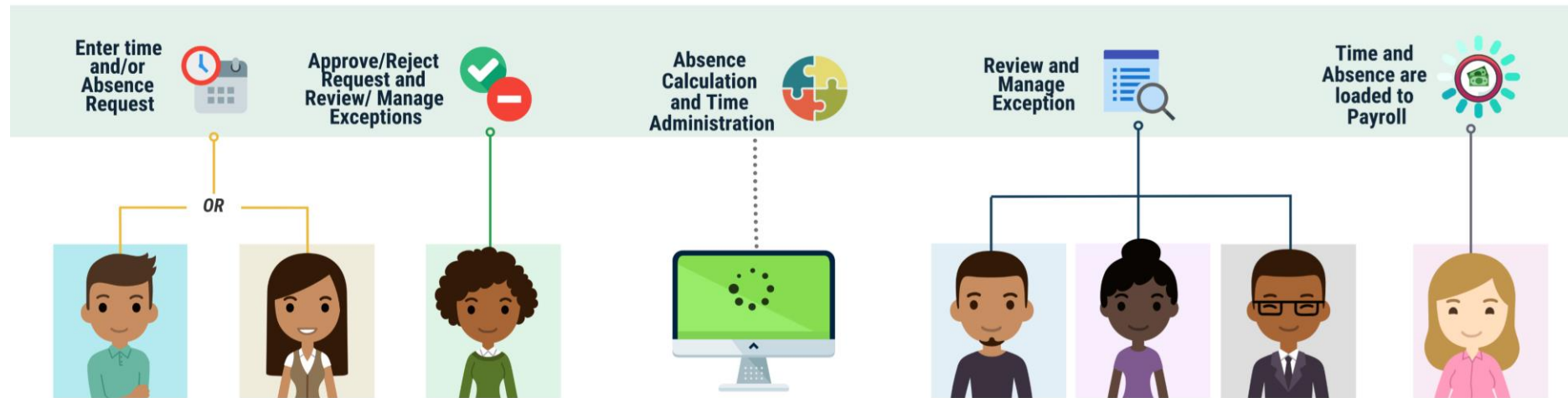
Lesson 1: Enter Time on Behalf of Employee

At the conclusion of this lesson, you will be able to:

- Acknowledge the difference between reported and payable time
- Enter time on behalf of an employee using an elapsed timesheet

Lesson 1: Enter Time on Behalf of Employee Continued

TIME AND ABSENCE APPROVAL BUSINESS PROCESS



Roles and Descriptions

EMPLOYEE

The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).

TIMEKEEPER

The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time.

MANAGER

The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.

DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)

The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.

TIME AND LABOR CENTRAL ADMINISTRATOR

The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.

ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR

The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.

PAYROLL CENTRAL ADMINISTRATOR

The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.

Lesson 1: Key Terms

Term	Definition
Reported Time	Time as it is entered on the timesheet. This is what Managers will approve.
Payable Time	Time after it has been processed and rules applied to create differentials, supplements, and overtime.

Lesson 1: Enter Time on Behalf of Employee Continued

Timekeeping during the Current Period

The following topics will be discussed in this course:

- Timekeeping during the Current Period
- Entering Time on Behalf of an Employee
- Entering an Absence on Behalf of an Employee using Absence Management

Lesson 1: Enter Time on Behalf of Employee Continued

Timekeeping during the Current Period

Reported versus Payable Time

- The time submitted by the employee is known as *reported time*
- The reported time is processed through Time Administration, it generates *payable time*
- If the employee's Manager is unable to review and approve the time, their second level Manager can approve this request
- If a manager cannot approve by the deadline, the Department Personnel Representative (DPR) can approve on the Manager's behalf
- Once *reported time* is approved by either the Manager or DPR, the Time Administration process will produce *payable time* which is sent to Payroll

Lesson 1: Enter Time on Behalf of Employee Continued

Timekeeping during the Current Period

Payable time represents:

- The quantity of work performed, in hours or dollars
- The time reporting code that controls how the employee is paid
- The tasks to which time was reported by the employee

Lesson 1: Enter Time on Behalf of Employee Continued

Timekeeping during the Current Period

Online Time Entry Users

- All employees who report time in the Miami-Dade County INFORMS Time and Labor module use the same pages to report work hours and tasks
- These time reporting pages are the same pages that the employee's supervisor and the Department Personnel Representative (DPR)s view to approve time, too

Lesson 1: Enter Time on Behalf of Employee Continued

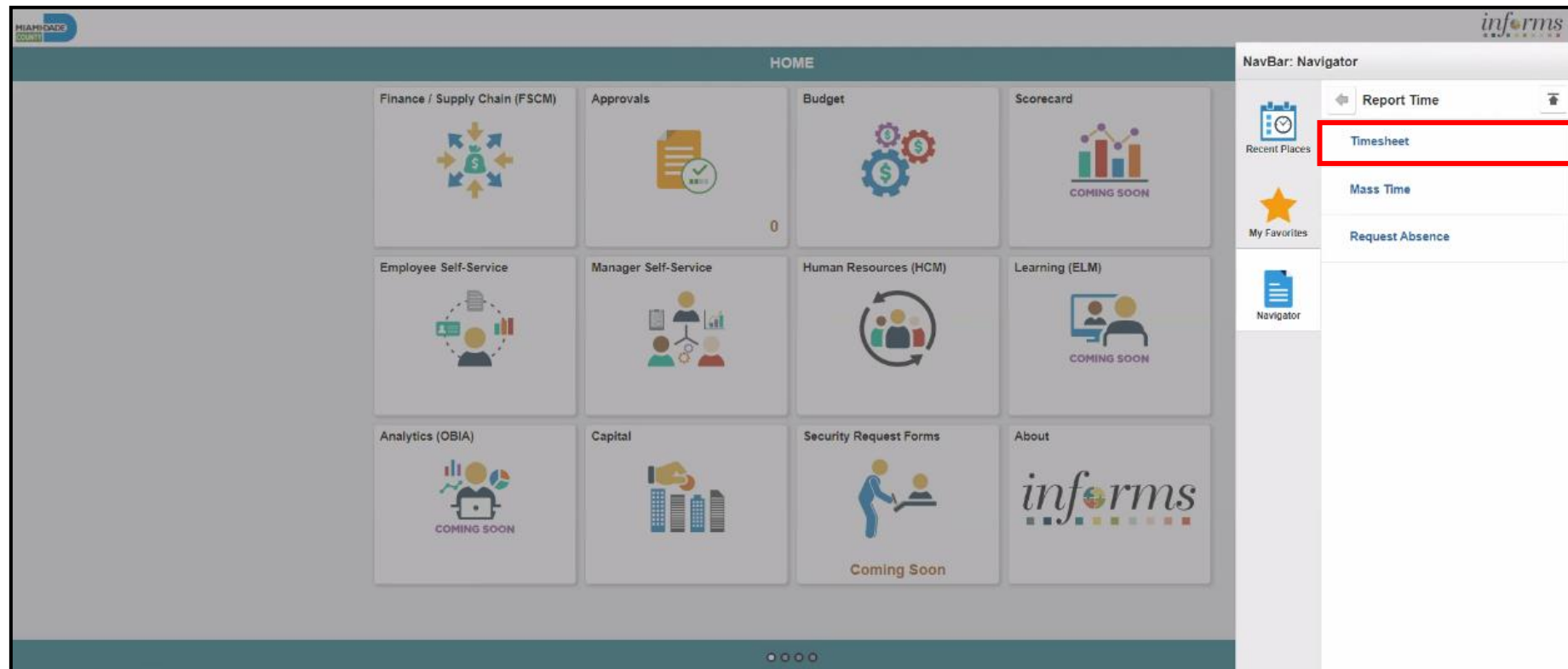
Timekeeping during the Current Period

Key Impacts

- In INFORMS, there is a single page that is used for both payment and task distribution
- The time and task reporting are done on the same line in the timesheet
- Additional lines can be added for additional task reporting details or for more than two iterations

Lesson 1: Enter Time on Behalf of Employee Continued

1. Navigate **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



Lesson 1: Enter Time on Behalf of Employee Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with 'HOME' and 'Timesheet' labels, along with icons for home, chat, and menu. Below the navigation bar, the page title is 'Report Time' and 'Timesheet Summary'. The main content area is titled 'Employee Selection' and contains a form for 'Employee Selection Criteria'. The form has a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' criterion is populated with 'MDC'. To the right of the table are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. The table is also highlighted with a red border.


Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

Lesson 1: Enter Time on Behalf of Employee Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Abney	Levy	00138064	Airport Operations Agent	40.00	40.00	40.00		
Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

Lesson 1: Enter Time on Behalf of Employee Continued

4. Entered time and select the appropriate **Time Reporting Code** before Submitting the employee's time.

Timesheet

Levy Abney
Airport Operations Agent

Employee ID 00138064
Empl Record 0
Earliest Change Date 11/29/2021

Actions ▾

Select Another Timesheet

*View By: Week
*Date: 05/02/2022

Reported Hours 48.00

Previous Week Next Week
Next Employee Punch Timesheet

From Monday 05/02/2022 to Sunday 05/08/2022

Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Sun 5/8	Total	Time Reporting Code
					8.00	8.00	16.00	DAYSO - Day Shift Overtime
8.00	8.00	8.00					24.00	REG - Regular Time

Lesson 1: Enter Time on Behalf of Employee Continued

5. Select Submit.

Timesheet

Chrishawn Arsenault Employee ID 00053129
Supv. Hr Testing & Validation Empl Record 0
Actions ▾ Earliest Change Date 11/01/2021

Select Another Timesheet

*View By Previous Week Next Week
*Date Next Employee
Reported Hours 0.00 Punch Timesheet

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

From Monday 05/16/2022 to Sunday 05/22/2022

Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Sun 5/22	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	8.00		<input type="text" value="DAYS - Day Shift"/>
8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="REG - Regular Time"/>

Lesson 1: Activities and Exercises



Lesson 1: Lesson Summary

Now that you have completed the lesson, you should be able to:

- Acknowledge the difference between reported and payable time
- Enter time on behalf of an employee using an elapsed timesheet

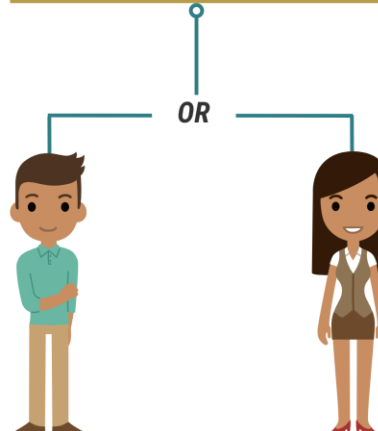
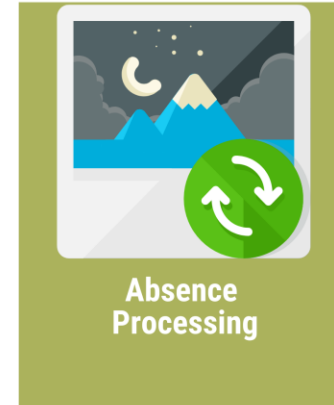
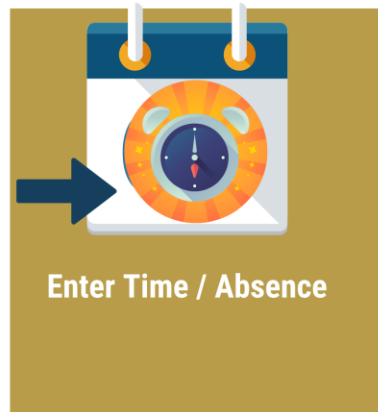
Lesson 2: Submit Absence on Behalf of Employee

At the conclusion of this lesson, you will be able to:

- Enter an Absence on Behalf of an Employee using Absence Management
- Submit Partial Day Absence on Behalf of an Employee

Lesson 2: Submit Absence on Behalf of Employee, Continued

ABSENCE PROCESSING BUSINESS PROCESS



ROLES AND DESCRIPTIONS



EMPLOYEE

The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).



TIMEKEEPER

The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time.



MANAGER

The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.



SYSTEM INFORMS

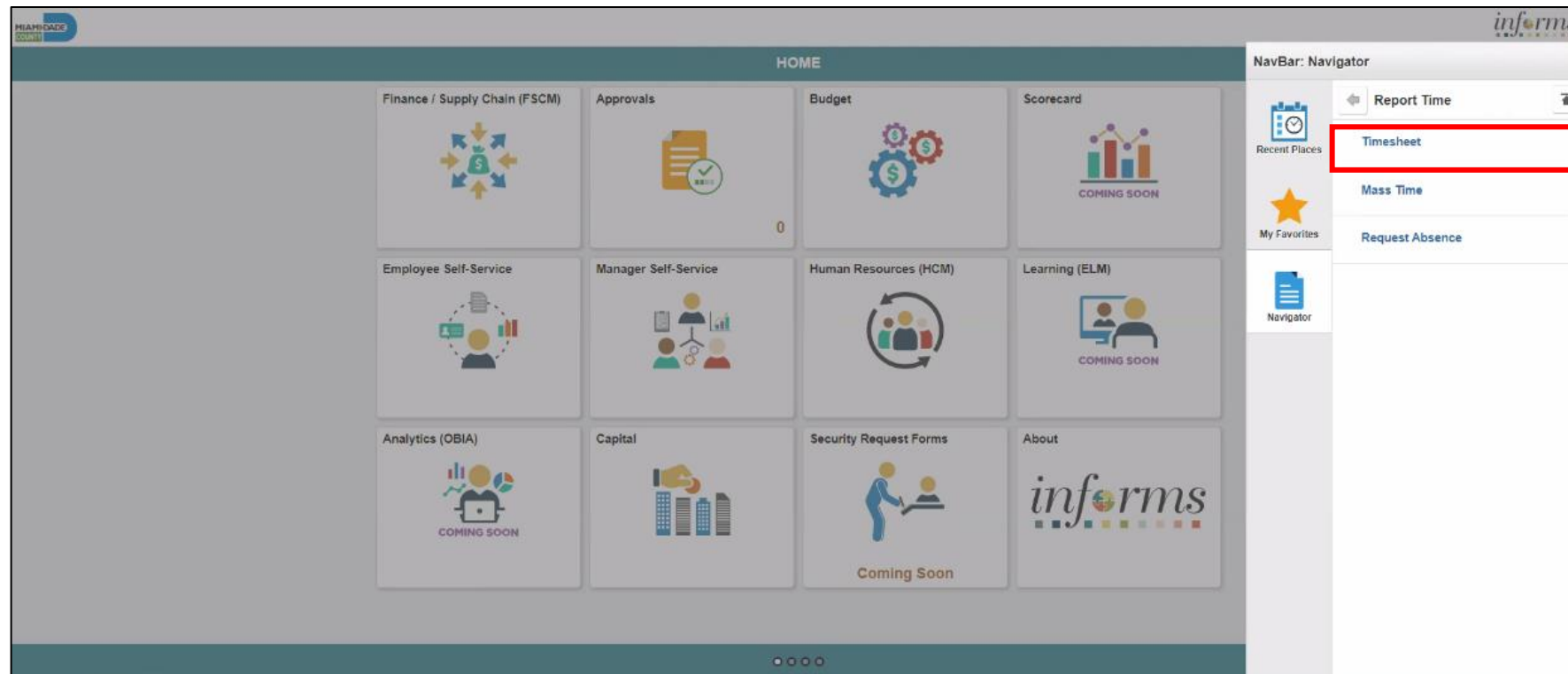
The administrative process that is performed.

Lesson 2: Key Terms

Term	Definition
Absence Event	The period for which an employee is absent for the same reason.
Adjustment	A deduction or addition made from/into the Absence Entitlement balance.
Units	The period of time in which entitlement, take, adjustments and balances are measured. Typically, in hours or partial.
Absence Balance	Leave balance available for the employee to use.
Absence Accrual	Periodic calculation of actual entitlement earned.
Absence Request	Method of entering leave, includes an Absence Type and Date(s).
Absence Take	Type of leave requested, linked to one or multiple TRC(s) (Time Reporting Code) in T&L (if cascading).
Process/Finalize Absence	The process to Calculate and close Absences for the current payroll period.

Lesson 2: Submit Absence on Behalf of Employee, Continued

1. Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



Lesson 2: Submit Absence on Behalf of Employee, Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot shows the 'Timesheet' application interface. At the top, there is a navigation bar with a home icon, a chat icon, and a menu icon. Below the navigation bar, the page title is 'Timesheet'. The main content area is titled 'Report Time' and 'Timesheet Summary'. Underneath, there is a section for 'Employee Selection' which contains a form titled 'Employee Selection Criteria'. This form has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' criterion is populated with 'MDC'. To the right of the form, there are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red box.


Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

Lesson 2: Submit Absence on Behalf of Employee, Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Abney	Levy	00138064	Airport Operations Agent	40.00	40.00	40.00		
Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

Lesson 2: Submit Absence on Behalf of Employee, Continued

4. Select the appropriate week for the Absence Request.

Note: If the corresponding absence request is outside of the week indicated in this selection, the absence request will not be submitted.

The screenshot displays the 'Timesheet' interface for Levy Abney, an Airport Operations Agent. The interface includes a header with navigation options, a section for employee details (Employee ID: 00138064, Empl Record: 0, Earliest Change Date: 11/29/2021), and a 'Select Another Timesheet' section. In this section, the '*View By' dropdown is set to 'Week' and the '*Date' is '05/23/2022', both highlighted with a red box. Below this, a table shows reported hours from Monday 05/23/2022 to Sunday 05/29/2022. The table has columns for days of the week, total hours, time reporting code, taskgroup, task profile ID, and assignment. A 'Submit' button is located below the table, and a 'Reported Time Status' section is at the bottom.

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment
					8.00	8.00	16.00	DAYSO - Day Shift Overtime	06325007		
8.00	8.00	8.00					24.00	REG - Regular Time	06325007		
2.00							2.00	ANNL - Annual Leave	06325007		

Lesson 2: Submit Absence on Behalf of Employee, Continued

5. Scroll to the **Absence** tab at the bottom of the employee timesheet.

The screenshot shows a software interface for managing absence events. At the top, there are five tabs: "Reported Time Status", "Summary", "Absence", "Exceptions", and "Payable Time". The "Absence" tab is highlighted with a red border. Below the tabs is a section titled "Absence Events" with a help icon. A search icon and a dropdown menu showing "1-1 of 1" are also present. A green button labeled "Absence Take" with a right-pointing arrow is visible. Below this is a table with the following columns: "Select", "*Start Date", "End Date", "Absence Name", "Reason", "Unit Type", "Details", "Status", "Approval Monitor", "Source", "Cancel", and "Edit". The table contains one row with a checkbox in the "Select" column, empty fields for dates and name, and the following values: "Details" in the "Details" column, "Approval Monitor" in the "Approval Monitor" column, "Administrator Absence Event" in the "Source" column, and a checkbox in the "Cancel" column. An "Edit" button is located in the "Edit" column. Below the table is a button labeled "Add Absence Event".

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Lesson 2: Submit Absence on Behalf of Employee, Continued

6. Select Add Absence Event.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events ?

1-1 of 1

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Lesson 2: Submit Absence on Behalf of Employee, Continued

7. Enter the following information:

- **Start Date** and **End Date**
- **Absence Name***

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Note: For Administrative Leave, INFORMS requires a Reason to be added. A **Reason** field will populate for entry. Reasons will not be required for other types of leave request.

Lesson 2: Submit Absence on Behalf of Employee, Continued

8. Select **Forecast** to confirm if the employee is eligible for the absence type.

Absence Events ?

1-1 of 1

Absence Take Forecast Results ||>

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	<input type="button" value="Edit"/>

Add Absence Event

Note: To submit Absence Event, Timekeepers must forecast prior to submitting the leave request.

Lesson 2: Submit Absence on Behalf of Employee, Continued

INFORMS provides confirmation if the employee is eligible for the absence type. INFORMS will confirm if the eligibility has been verified and if the employee can submit absence.

The screenshot displays the 'Absence' tab in the INFORMS system. A red box highlights a confirmation message: 'Eligibility has been verified. You may now submit your absence. Date Time: May 23, 2022 at 12:03'. Below this, the 'Absence Events' section shows a table with one event: 'Annual Leave' for 8.00 hours, starting and ending on 05/23/2022. The event status is 'Saved' and the approval monitor is 'Approval Monitor'. The source is 'Manager Timesheet'. There are 'Forecast' and 'Edit' buttons for this event. An 'Add Absence Event' button is located at the bottom of the table.

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Lesson 2: Submit Absence on Behalf of Employee, Continued

9. Select Submit.

The screenshot shows the 'informs' Timesheet application interface. At the top, there is a navigation bar with 'HOME' and 'Timesheet' labels. The user's name 'Chrisawn Arsenault' and Employee ID '00053129' are displayed. Below this, there are fields for 'Supv. Hr. Testing & Validation', 'Empl Record 0', and 'Earliest Change Date 11/01/2021'. A 'Select Another Timesheet' section includes a 'View By' dropdown set to 'Week', a 'Date' field set to '05/23/2022', and 'Reported Hours 8.00'. A message states: 'Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.' Below this is a table for the week of Monday 05/23/2022 to Sunday 05/29/2022. The table has columns for days of the week, Total, Time Reporting Code, *Taskgroup, Task Profile ID, Assignment, OCL Jobcode, and Source. The 'Total' row shows 8.00 hours for ANNL - Annual Leave under taskgroup PSNONCATSK. At the bottom, there are buttons for 'Submit' (highlighted with a red box), 'Apply Schedule', and a tabbed interface with 'Absence' selected. A footer message reads: 'Eligibility has been verified. You may now submit your absence. Date Time: May 23, 2022 at 12:03'.

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
8.00							8.00	ANNL - Annual Leave	PSNONCATSK				Absence Management

Lesson 2: Submit Absence on Behalf of Employee, Continued

10. Select **OK**.

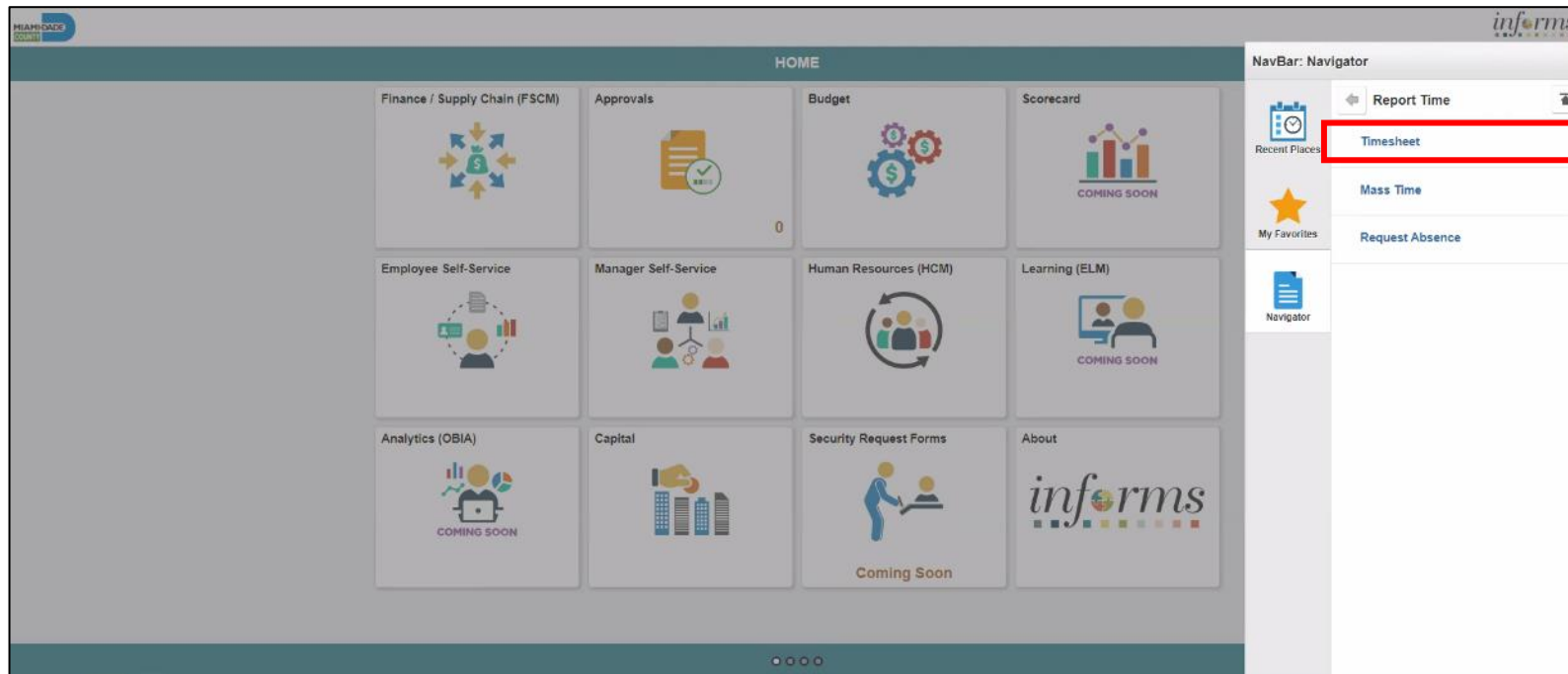


Lesson 2: Submit Absence on Behalf of Employee, Continued

Submit Partial Day Absence on Behalf of an Employee

In addition to the all-day absence, Timekeepers can submit partial day absences on behalf of an employee.

1. Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



Lesson 2: Submit Absence on Behalf of Employee, Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with a home icon, a chat icon, and a menu icon. Below the navigation bar, the page title 'Timesheet' is visible. The main content area is titled 'Report Time' and 'Timesheet Summary'. Underneath, there is a section for 'Employee Selection' which contains a form for 'Employee Selection Criteria'. The form has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' criterion is populated with 'MDC'. To the right of the form are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red box. The 'Employee Selection Criteria' section is also highlighted with a red box.

Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

Lesson 2: Submit Absence on Behalf of Employee, Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
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Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

Lesson 2: Submit Absence on Behalf of Employee, Continued

4. Select the appropriate week for the Absence Request.

Note: If the corresponding absence request is outside of the week indicated in this selection, the absence request will not be submitted.

The screenshot displays the 'Timesheet' interface for Levy Abney, an Airport Operations Agent. The interface includes a header with navigation options and user information. A red box highlights the '*View By' dropdown menu set to 'Week' and the '*Date' field set to '05/23/2022'. Below this, a table shows reported hours for the week of Monday, 05/23/2022, to Sunday, 05/29/2022. The table includes columns for days of the week, total hours, and task reporting codes. A 'Submit' button is located below the table, and a 'Reported Time Status' section is at the bottom.

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment
					8.00	8.00	16.00	DAYSO - Day Shift Overtime	06325007		
8.00	8.00	8.00					24.00	REG - Regular Time	06325007		
2.00							2.00	ANNL - Annual Leave	06325007		

Lesson 2: Submit Absence on Behalf of Employee, Continued

5. Scroll to the **Absence** tab at the bottom of the employee timesheet._

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ?

1-1 of 1

Absence Take ||>

Select	* Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Lesson 2: Submit Absence on Behalf of Employee, Continued

6. Select **Add Absence Event**.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events ?

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Lesson 2: Submit Absence on Behalf of Employee, Continued

7. Enter the following information:

- **Start Date** and **End Date**
- **Absence Name***

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Note: For Administrative Leave, INFORMS requires a Reason to be added. A **Reason** field will populate for entry. Reasons will not be required for other types of leave request.

Lesson 2: Submit Absence on Behalf of Employee, Continued

8. Select Details.

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Lesson 2: Submit Absence on Behalf of Employee, Continued

9. In the Absence Event Details page, the following fields are available:

- **State Date***
- **End Date**
- **Filter by Type**
- **Absence Name***
- **Partial Days**
- **Duration**

Note: Fields with asterisks (*) are required fields.

SS Create Absence Req

Chrisawn Arsenault
Supv, Hr Testing & Validation

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date 05/23/2022
End Date 05/23/2022
Filter by Type All
*Absence Name Annual Leave
Partial Days None
Duration Hours

View Monthly Calendar
Current Balance 474.25 Hours**

Calculate Duration

Comments
Reporter Comments:


OK **Cancel**


* Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.

Lesson 2: Submit Absence on Behalf of Employee, Continued

10. Enter the **Start Date**.

Absence Detail ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type ▼

*Absence Name ▼

Partial Days ▼


Duration Hours


Current Balance 474.25 Hours**


Lesson 2: Submit Absence on Behalf of Employee, Continued


11. Enter the **Absence Name**.


Absence Detail ?

*Start Date 

End Date 

Filter by Type 

*Absence Name 

Partial Days 

Duration Hours

[View Monthly Calendar](#)


Current Balance 474.25 Hours**


Lesson 2: Submit Absence on Behalf of Employee, Continued

12. Select the **Partial Days**.

- All Days
- End Day Only
- None
- Start Day Only
- Start and End Days

Absence Detail ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Hours


Current Balance 474.25 Hours**


Lesson 2: Submit Absence on Behalf of Employee, Continued

13. Enter the **All Days Hours**.

Note: Once the **Partial Days** are selected the **All Days Hours** field will populate.

Absence Detail ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

All Days Hours


Duration Hours


Current Balance 474.25 Hours**

Lesson 2: Submit Absence on Behalf of Employee, Continued

14. Select Calculate Duration.

Absence Detail ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

All Days Hours

Duration Hours

Current Balance 474.25 Hours**

Calculate Duration

Lesson 2: Submit Absence on Behalf of Employee, Continued

15. If needed, add comments in the **Reporter Comments** field.

Comments

Reporter Comments:

Lesson 2: Submit Absence on Behalf of Employee, Continued

16. Select **OK**.

SS Create Absence Req

Chrisawn Arsenault
Supv. Hr Testing & Validation

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 05/23/2022 [View Monthly Calendar](#)
End Date: 05/23/2022
Filter by Type: All
*Absence Name: Annual Leave
Partial Days: All Days
All Days Hours: 2.00
Duration: 2.00 Hours
Current Balance: 474.25 Hours**
[Calculate Duration](#)

Comments
Reporter Comments:

OK [Cancel](#)

Lesson 2: Submit Absence on Behalf of Employee, Continued

17. Select **Forecast** to confirm if the employee is eligible for the absence type.

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	2.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Note: To submit Absence Event, Timekeepers must forecast prior to submitting the leave request.

Lesson 2: Submit Absence on Behalf of Employee, Continued

18. Select **Submit**.

Timesheet

Employee ID 00053129
Empl Record 0
Earliest Change Date 11/01/2021

Chrisshaw Arsenault
Supv. Hr Testing & Validation

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 05/23/2022 Next Employee Punch Timesheet
Reported Hours 8.00

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

From Monday 05/23/2022 to Sunday 05/29/2022

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
8.00							8.00	ANNL - Annual Leave	PSNONCATSK				Absence Management

Submit Apply Schedule

Reported Time Status Summary **Absence** Exceptions Payable Time

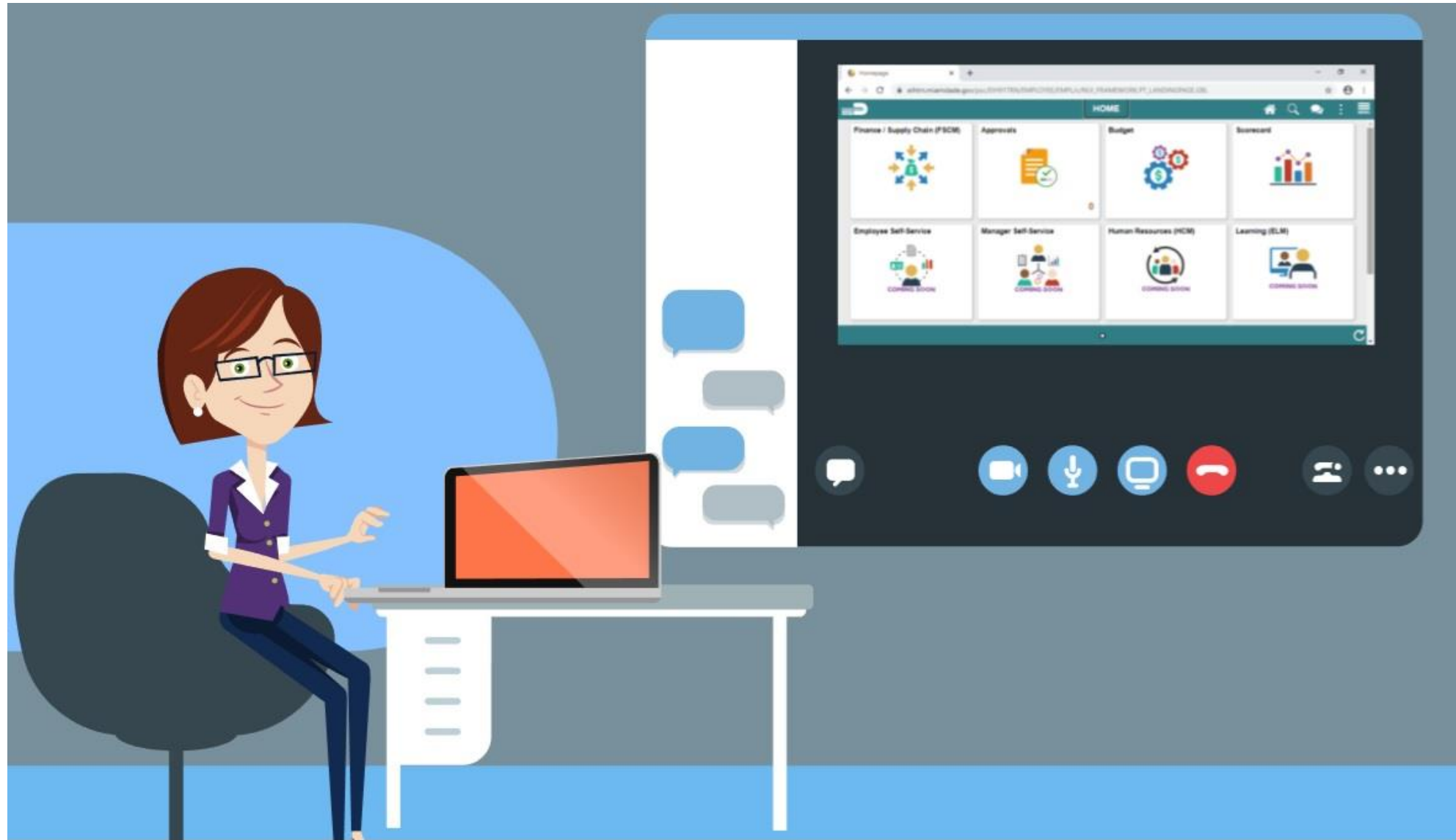
Eligibility has been verified. You may now submit your absence.
Date Time: May 23, 2022 at 12:03

Lesson 2: Submit Absence on Behalf of Employee, Continued

19. Select **OK**.



Lesson 2: Activities and Exercises



Lesson 2: Lesson Summary

Now that you have completed the Submit Absence on Behalf of Employee lesson, you should be able to:

- Enter an Absence on Behalf of an Employee using Absence Management
- Submit Partial Day Absence on Behalf of an Employee

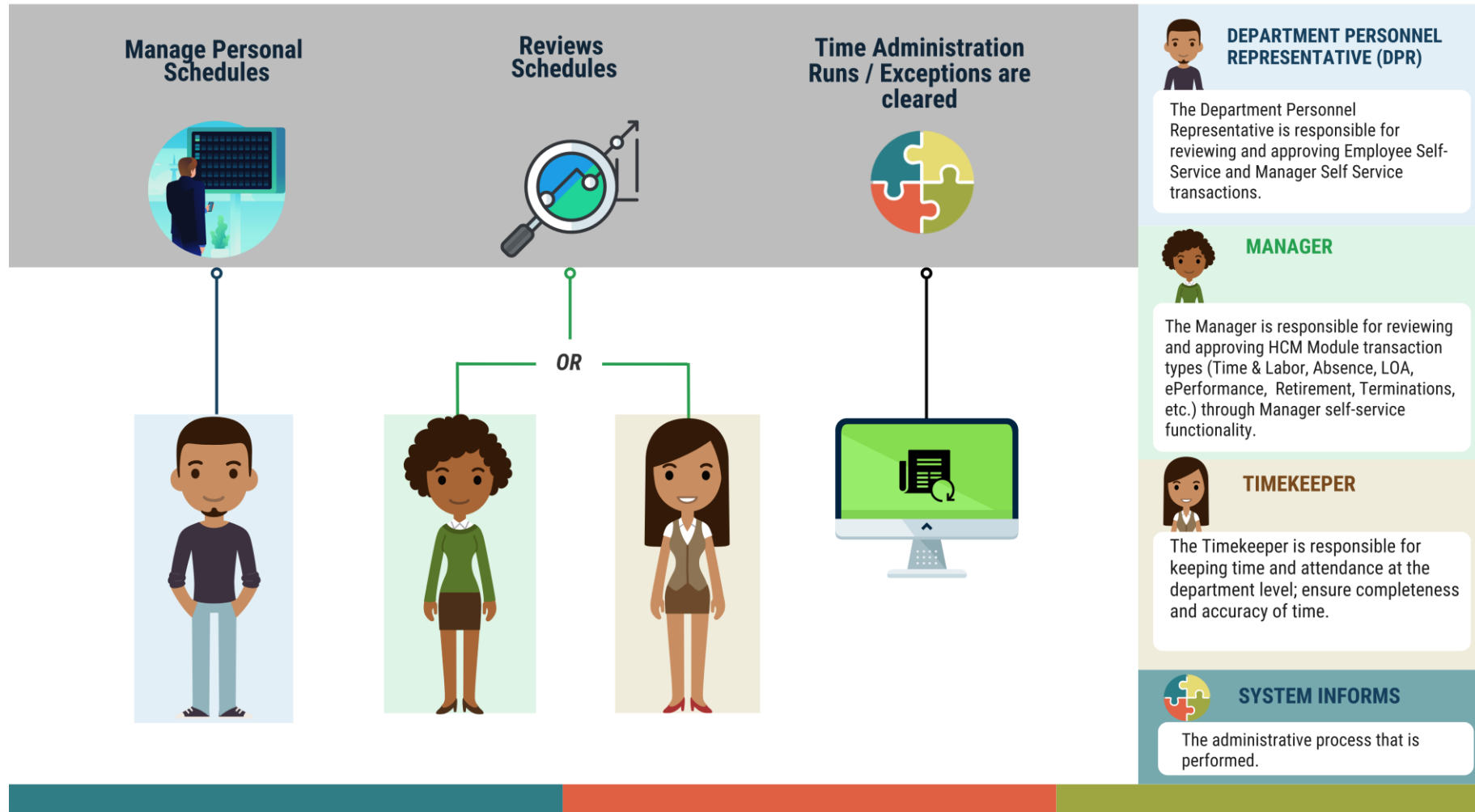
Lesson 3: Manage Work Schedule

At the conclusion of this lesson, you will be able to:

- Understand the Elapsed Schedule
- Assign a Personal Schedule
- Manage Schedules

Lesson 3: Manage Work Schedule, Continued

MANAGE WORK SCHEDULE BUSINESS PROCESS



Lesson 3: Key Terms

Term	Definition
Elapsed Schedule	Schedule that shows the duration of time that the employee worked. i.e. the employee worked eight hours on Monday, forty hours for the week.

Lesson 3: Manage Work Schedule, Continued

The following topics will be discussed in this lesson:

- Overview of Schedules
- Assigning a Personal Schedule
- Managing Schedules
 - Overriding Employee Schedules

Lesson 3: Manage Work Schedule, Continued

Overview of Schedules

- Work schedules are being implemented to validate absences only and are not being used to track actual start and end times for an employee.
- Elapsed Schedule is the only schedule that could be assigned to an employee:
 - Elapsed Schedule: Elapsed schedules show the duration of time that the employee worked. For example, the employee worked eight hours on Monday, forty hours for the week.
 - Schedules are maintained to validate time and absence entries.
 - These leave entries can be days of the week an employee has taken leave or the number of hours an employee is off for a specified day.

Lesson 3: Manage Work Schedule, Continued

Process Changes

The following are important changes to note that occur due to this implementation:

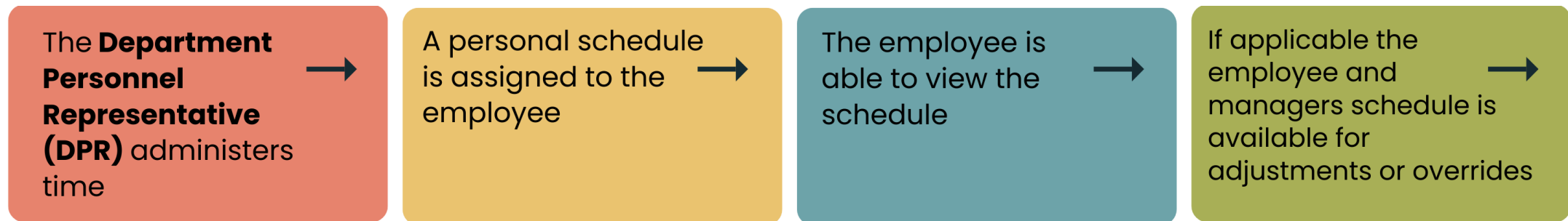
- In the legacy system, a user could use a default template to prepopulate a timesheet.
- In INFORMS, all time reporters must enter the hours worked based on the time reporting template assigned on the Time Reporter Data page.
- At the department level, only personal schedules are configured in INFORMS.
- In INFORMS, the Timekeeper has the ability to create a personal schedule

Lesson 3: Manage Work Schedule, Continued

Overview of Schedules

End-to-end Process

Below is the flow for assigning and maintaining schedules:



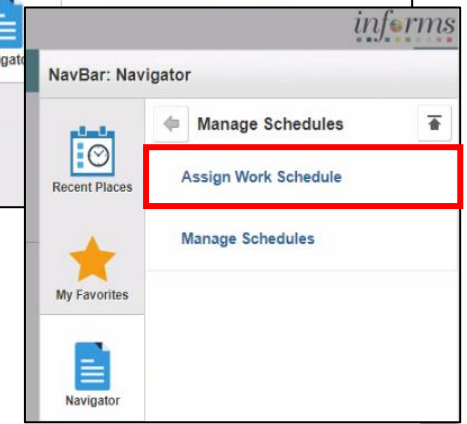
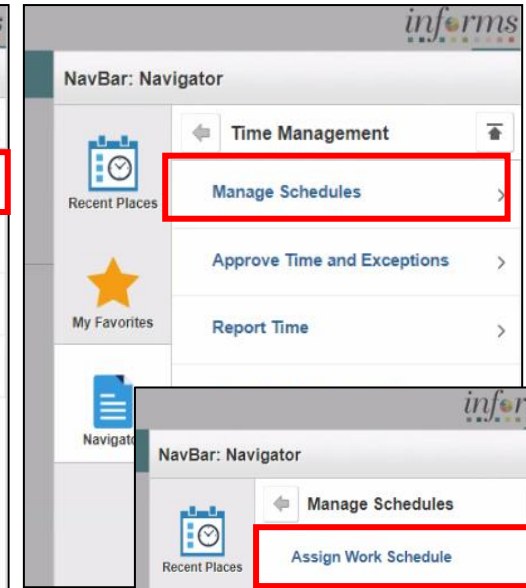
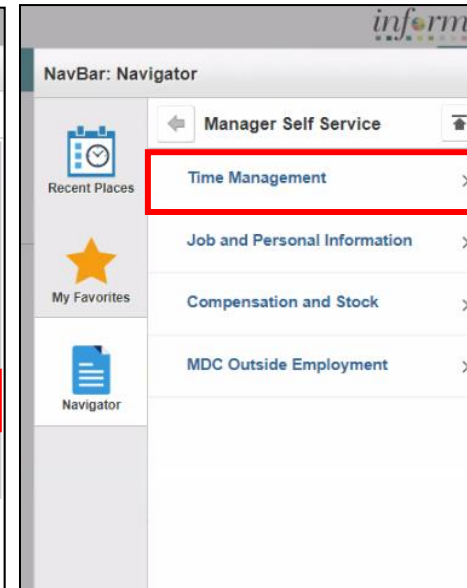
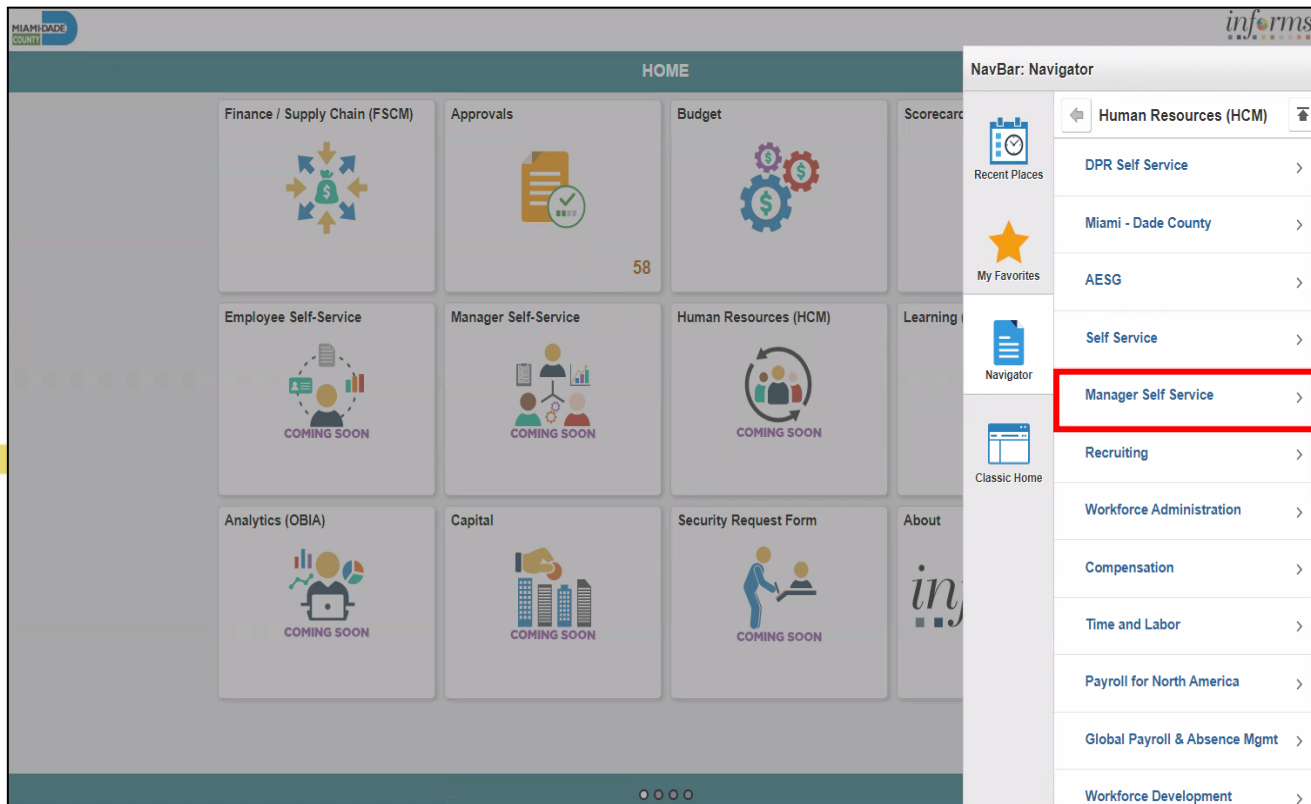
Schedules need to be assigned or changed for employees in the following scenarios:

- When an employee is hired and becomes active in INFORMS for the first time
- When an employee is rehired into INFORMS
- When an active employee has a change in the expected daily hours or workdays

Lesson 3: Manage Work Schedule, Continued

Assigning a Personal Schedule

1. NavBar Navigation: **Human Resources (HCM) > Manage Self Service > Time Management > Manage Schedules > Assign Work Schedule.**



Lesson 3: Manage Work Schedule, Continued

2. On the Assign Work Schedule search page, enter any of the following search criteria:

- **Empl ID**
- **Empl Record**
- **Name**
- **Last Name**
- **Business Unit**
- **Department**
- **Organizational Relationship**

Lesson 3: Manage Work Schedule, Continued

3. When all search criteria are entered, Select **Search**.

Note: If more than one absence request displays in the search results based on your search criteria, select the applicable employee. If there is only one employee that meets the search criteria.

The screenshot shows the 'Assign Work Schedule' interface. At the top, there is a navigation bar with the Miami-Dade County logo on the left, the title 'Assign Work Schedule' in the center, and navigation icons (home, search, chat, menu) on the right. Below the navigation bar, the page title 'Assign Work Schedule' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is positioned above the search criteria section. The search criteria section is titled 'Search Criteria' and contains several fields: 'Empl ID' (dropdown: 'begins with', input: empty), 'Empl Record' (dropdown: '=', input: empty), 'Name' (dropdown: 'begins with', input: empty), 'Last Name' (dropdown: 'begins with', input: empty), 'Business Unit' (dropdown: 'begins with', input: empty), and 'Department' (dropdown: 'begins with', input: empty). Below these fields is the 'Organizational Relationship' dropdown (dropdown: '=', input: empty). At the bottom of the search criteria section, there are three checkboxes: 'Include History' (checked), 'Correct History' (unchecked), and 'Case Sensitive' (unchecked). At the bottom of the page, there is a row of buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

Lesson 3: Manage Work Schedule, Continued

4. Review the **Search Results**.

Note: If there are more than 100 search results, the first 100 will be available. Select the **right arrow** or **Last** to review additional search results.

5. Find the correct employee and Select on the **Empl ID** to open the **Assign Work Schedule** page for that employee.

Search Results

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
00000001	0	Hatty Hazard	HAZARD	HR	HR03030000	Emp
00000006	0	Kenneth Drucker	DRUCKER	HR	HR03000000	Emp

Lesson 3: Manage Work Schedule, Continued

6. On the **Assign Work Schedule** page, change the **Assignment Method** from the *Use Default Schedule* option to *Select Personal Schedule* if there is no schedule previously assigned to the employee.

The screenshot displays the 'Assign Work Schedule' interface. At the top, the employee's name 'Maximilian Bissell' and title 'Social Media Specialist' are shown, along with their Employee ID (00400870) and Employment Record (0). The page features a table of assigned schedules with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Create Schedule options. The 'Assignment Method' for the first row (05/09/2022) is highlighted with a red box and set to 'Create Personal Schedule'. Below the table, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule		
05/09/2022	Create Personal Schedule	MDC	0040087000000	UAT Test	Create Schedule	+	-
11/29/2021	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule	+	-
11/15/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule	+	-
11/01/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule	+	-

Lesson 3: Manage Work Schedule, Continued

7. If there is a schedule assigned to the employee, select the **plus sign (+)** to add a new **Effective Date** and a new schedule assignment. After *Select Personal Schedule* is selected, it activates the **Schedule Group** and **Schedule ID** fields.

The screenshot shows the 'Assign Work Schedule' interface for employee Maximilian Bissell (Employee ID: 00400870). The interface includes a table of schedule assignments with the following data:

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule		
05/09/2022	Create Personal Schedule	MDC	0040087000000	JAT Test	Create Schedule	+	-
11/29/2021	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule	+	-
11/15/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule	+	-
11/01/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule	+	-

The plus sign (+) in the second row is highlighted with a red box. The 'Create Personal Schedule' dropdown menu is also highlighted with a red box.

NOTE: Select the **plus sign (+)** on the top row

- Enter the **Effective Date** of the assigned schedule. The effective date cannot be older than the prior assignment.
- Enter the **Schedule Group**.

Lesson 3: Manage Work Schedule, Continued

Once the fields are entered, the **Description** will update accordingly.

Note: If *Default Schedule* is selected for the **Assignment Method**, INFORMS will use the default schedule from the workgroup assigned to the employee's Time Reporter Data. In the case there is no default schedule set up on the workgroup, INFORMS will use the default schedule from the Paygroup assigned to the employee's job data.

8. Select **Create Schedule**.

Assign Schedules ?

Primary Schedule | Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule		
05/09/2022	Create Personal Schedule	MDC	0040087000000	UAT Test	Create Schedule	+	-

Lesson 3: Manage Work Schedule, Continued

9. Here, view and update the schedule details for the employee:

The screenshot shows a software window titled "Definition" with a close button (X) in the top right corner. Below the title bar are two tabs: "Definition" (selected) and "Schedule Shifts". A "Help" link is in the top right. The main content area displays employee information: "Maximilian Bissell" (Job Title: Social Media Specialist, Empl ID: 00400870, Empl Record: 0). Below this is a "Schedule Details" section with a search bar and "View All" link. A red box highlights the following fields: "Effective Date" (05/10/2022), "*Description" (UAT Test), "*Definition Type" (Elapsed), and "*Daylight Saving Rule" (Fixed Time). Other fields include "Short Description" (UAT Test) and "Days in Schedule" (14). A "Taskgroup for Time Reporting" section contains "Default Taskgroup", "Task Template ID", and "Time Reporting Template ID" fields, each with a search icon. At the bottom are "OK", "Cancel", "Apply", and "Refresh" buttons. A breadcrumb "Definition | Schedule Shifts" is at the bottom left.

The following are required fields (*) that must be updated prior to selecting **OK**:

- Description
- Definition Type
- Daylight Saving Rule

Lesson 3: Manage Work Schedule, Continued

10. Select the **Schedule Shifts** Tab and enter the shift *Workdays*, *Shift ID*, *Off Shift* and *Schedule Hrs*.

Definition

Maximilian Bissell
Job Title Social Media Specialist
Empl ID 00400870
Empl Record 0

Schedule Shifts

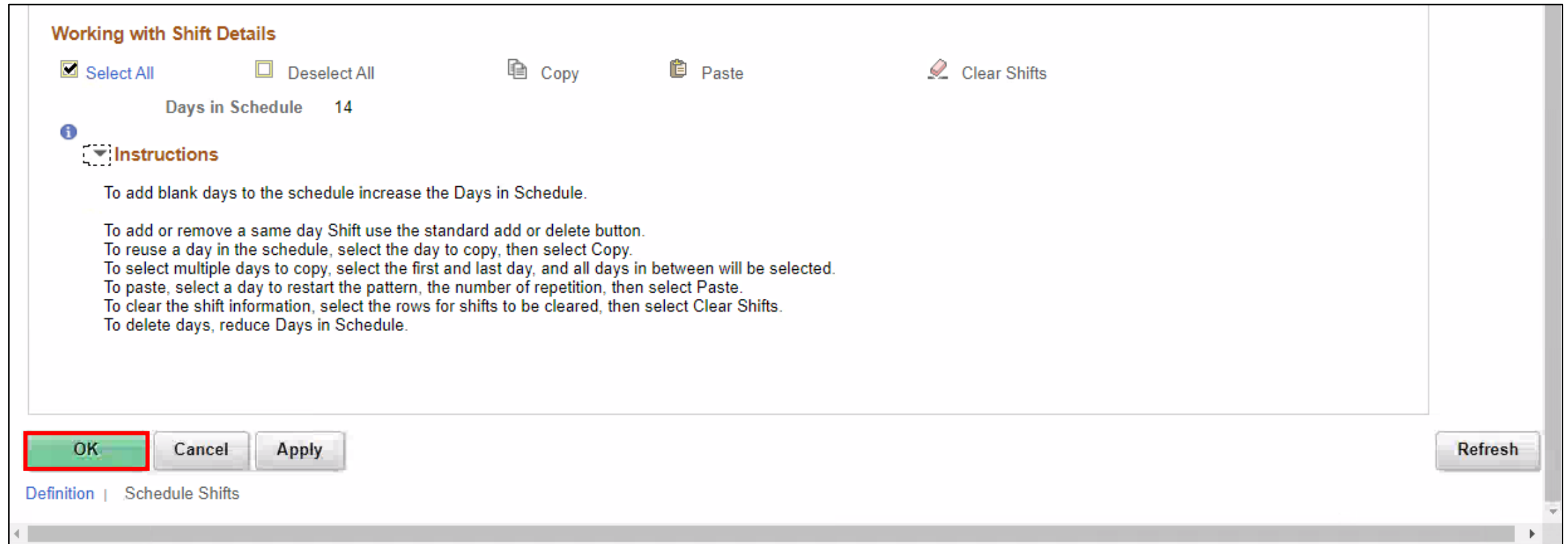
Schedule Details
Effective Date 05/10/2022
Description Test
Taskgroup
Total Hours 112.00
[Show Calendar](#)

Shift Details

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More
<input type="checkbox"/>	1	ON		<input type="checkbox"/>	8.00	More +
<input type="checkbox"/>	2	ON		<input type="checkbox"/>	8.00	More +
<input type="checkbox"/>	3	ON		<input type="checkbox"/>	8.00	More +
<input type="checkbox"/>	4	ON		<input type="checkbox"/>	8.00	More +
<input type="checkbox"/>	5	ON		<input type="checkbox"/>	8.00	More +
<input type="checkbox"/>	6	OFF		<input type="checkbox"/>	8.00	More +

Lesson 3: Manage Work Schedule, Continued

11. Additional instructions are provided at the bottom of this page.
Select **OK**.



Working with Shift Details

Select All Deselect All Copy Paste Clear Shifts

Days in Schedule 14

Instructions

- To add blank days to the schedule increase the Days in Schedule.
- To add or remove a same day Shift use the standard add or delete button.
- To reuse a day in the schedule, select the day to copy, then select Copy.
- To select multiple days to copy, select the first and last day, and all days in between will be selected.
- To paste, select a day to restart the pattern, the number of repetition, then select Paste.
- To clear the shift information, select the rows for shifts to be cleared, then select Clear Shifts.
- To delete days, reduce Days in Schedule.

OK Cancel Apply Refresh

Definition | Schedule Shifts

Lesson 3: Manage Work Schedule, Continued

12. On the **Assign Work Schedule** page, select the **grey arrow** next to **View history of Schedule Assignments, including default changes** to review the work schedule history.

The screenshot displays the 'Assign Schedules' interface. At the top, there are tabs for 'Primary Schedule' and 'Alternate Schedule'. Below this is a table with columns: *Effective Date, *Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The table contains five rows of schedule assignments. Below the table, there is a red box highlighting a link: 'View history of Schedule Assignments, including default changes'. Below this link is another table with columns: Effective Date, Assignment Method, Workgroup, Schedule Group, Schedule ID, and Description. This table shows the history of assignments for the same dates as the main table. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/10/2022	Create Personal Schedule	MDC	0040087000000	Test	Show Schedule
05/09/2022	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule
11/29/2021	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule
11/15/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule
11/01/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule

Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
05/10/2022	Personal Schedule		MDC	0040087000000	Test
05/09/2022	Personal Schedule		MDC	0040087000000	UAT Test
11/29/2021	Personal Schedule		MDC	0040087000000	UAT Test
11/15/2021	Default from Workgroup	M-JB			
11/01/2021	Default from Workgroup	M-JB			

Under this section, review the employee's work schedule history, like previous **Effective Date, Assignment Methods, Schedule Groups, Schedule IDs and Descriptions.**

Lesson 3: Manage Work Schedule, Continued

13. When all information on the **Assign Work Schedule** page has been entered and reviewed, select **Save**. A Personal Schedule has now been assigned to an employee.

View history of Schedule Assignments, including default changes

Primary Assignment History | Alternate Assignment History

Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
05/10/2022	Personal Schedule		MDC	0040087000000	Test
05/09/2022	Personal Schedule		MDC	0040087000000	UAT Test
11/29/2021	Personal Schedule		MDC	0040087000000	UAT Test
11/15/2021	Default from Workgroup	M-JB			
11/01/2021	Default from Workgroup	M-JB			

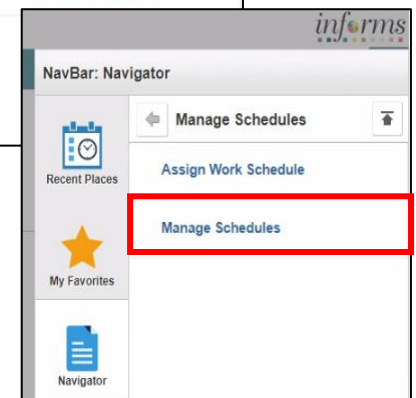
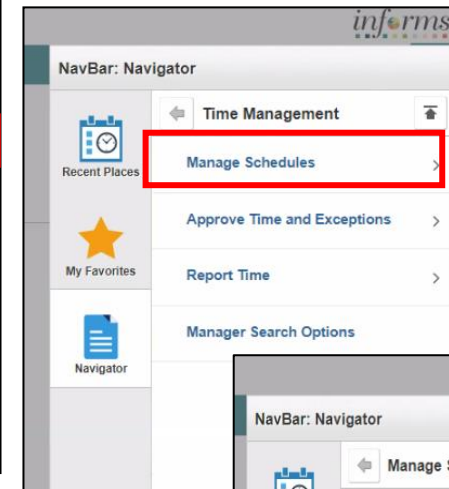
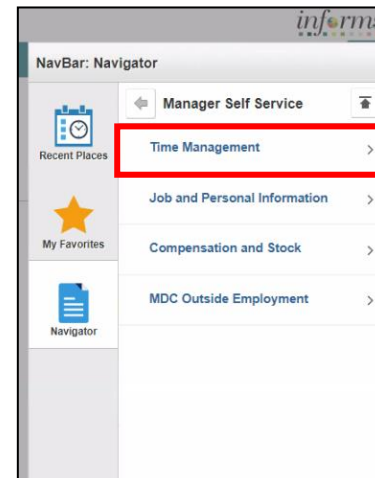
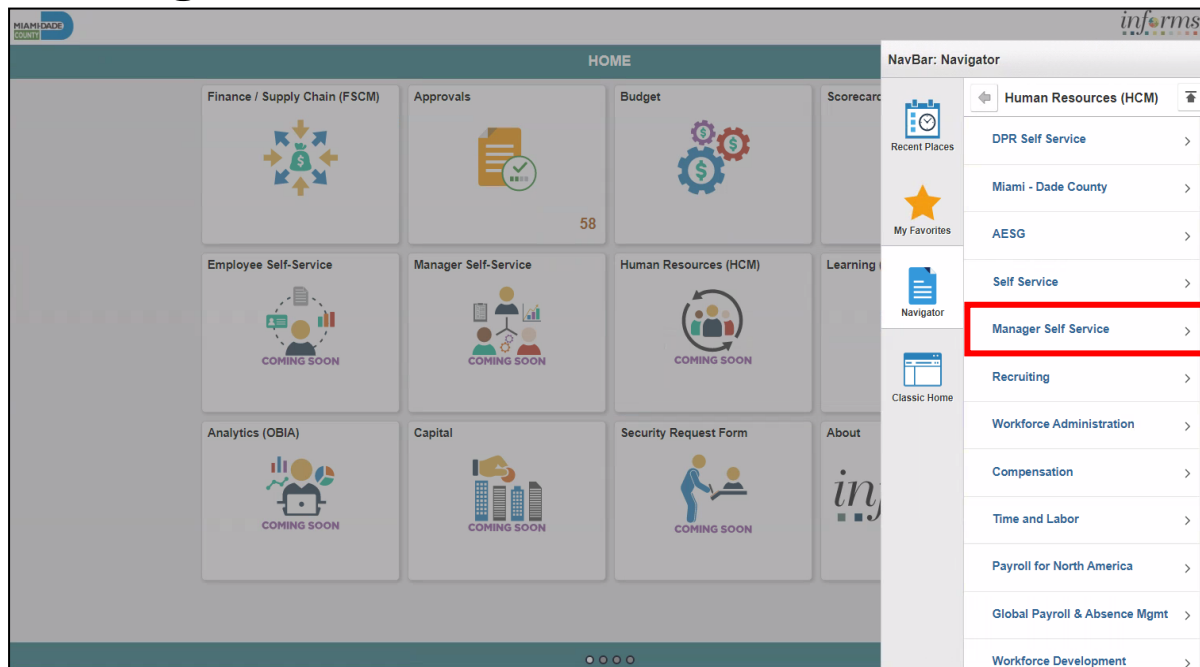
Save | Return to Search | Refresh | Update/Display | Include History | Correct History

Lesson 3: Manage Work Schedule, Continued

Manage Schedules

Overriding an Employee's Schedule for a Temporary Situation.

1. NavBar Navigation: **Manager Self-Service > Time Management > Manage Schedules > Manage Schedules.**



Lesson 3: Manage Work Schedule, Continued

2. On the **Weekly Schedules** search page, enter any of the following search criteria:

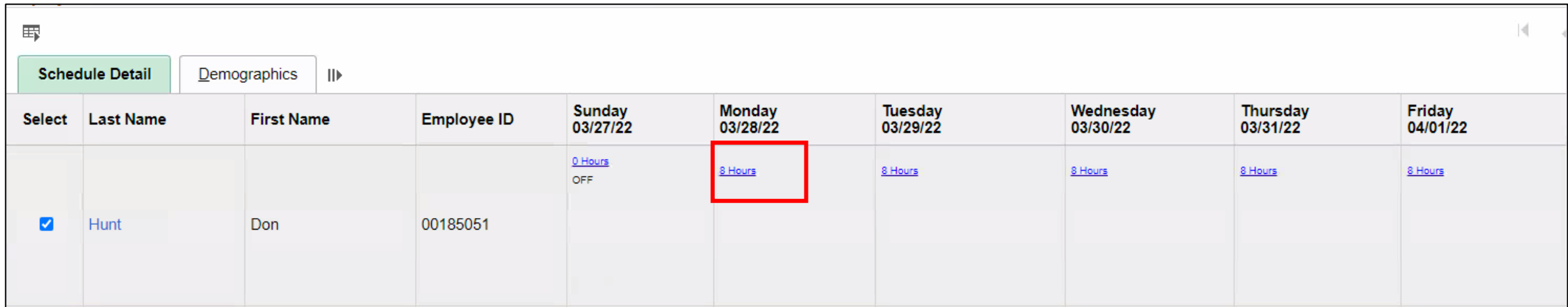
- **Time Reporter Group**
- **Employee ID**
- **Last Name**
- **First Name**
- **Business Unit**
- **Workgroup**
- **Taskgroup**
- **Position Number**

3. When all search criteria are entered, Select **Search**.

Note: If more than one displays in the search results based on your search criteria, select the applicable employee. If there is only one employee that meets the search criteria.

Lesson 3: Manage Work Schedule, Continued

4. Select the scheduled hours for the day the employee's schedule must be overridden. This opens the **Schedule Detail** page.



The screenshot shows a web interface with two tabs: 'Schedule Detail' (active) and 'Demographics'. Below the tabs is a table with columns for days of the week and a 'Select' column. The table contains one row for employee 'Don Hunt' (ID: 00185051). The 'Monday 03/28/22' cell contains '8 Hours' and is highlighted with a red box. Other days show '8 Hours' or '0 Hours OFF'.

Select	Last Name	First Name	Employee ID	Sunday 03/27/22	Monday 03/28/22	Tuesday 03/29/22	Wednesday 03/30/22	Thursday 03/31/22	Friday 04/01/22
<input checked="" type="checkbox"/>	Hunt	Don	00185051	0 Hours OFF	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours

Lesson 3: Manage Work Schedule, Continued

- The Search Results may appear different depending on how the employee reports time. For elapsed employees, schedule hours appear. In addition to the elapsed information, events such as Approved Training, Absence and Holiday information appear in the grid as icons.

Legend

Approved Training



Planned Absence



Holiday



Multiple Shifts



Crossover Shift



Scheduled OFF Day

Replaced Employee

Shift has changing elements



Lesson 3: Manage Work Schedule, Continued

- To make a change to the employee's schedule for the day, the manager can add or change the **Shift ID**, or manually enter the new time.
- To clear the schedule, select a **Schedule Type** (if applicable) and enter a **Default Taskgroup**. Then Select **Refresh Schedule**.

Schedule Detail for 03/28/2022

Don Hunt Employee ID 00185051

Job Title Bcc Administrative Coor Employment Record Number 0

Actions

Instructions

Refresh Schedule

*Schedule Type **Elapsed** *Punch Pattern Default Default Taskgroup

Refresh Schedule (Existing schedule will be cleared and refreshed based on the selections made.)

Primary Schedule

Schedule Detail

Shift ID	Taskgroup	Off Shift	Sched Hrs
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00 <input type="button" value="+"/> <input type="button" value="-"/>

Alternate Schedule
No schedule data for today

Training Details
No training data for today

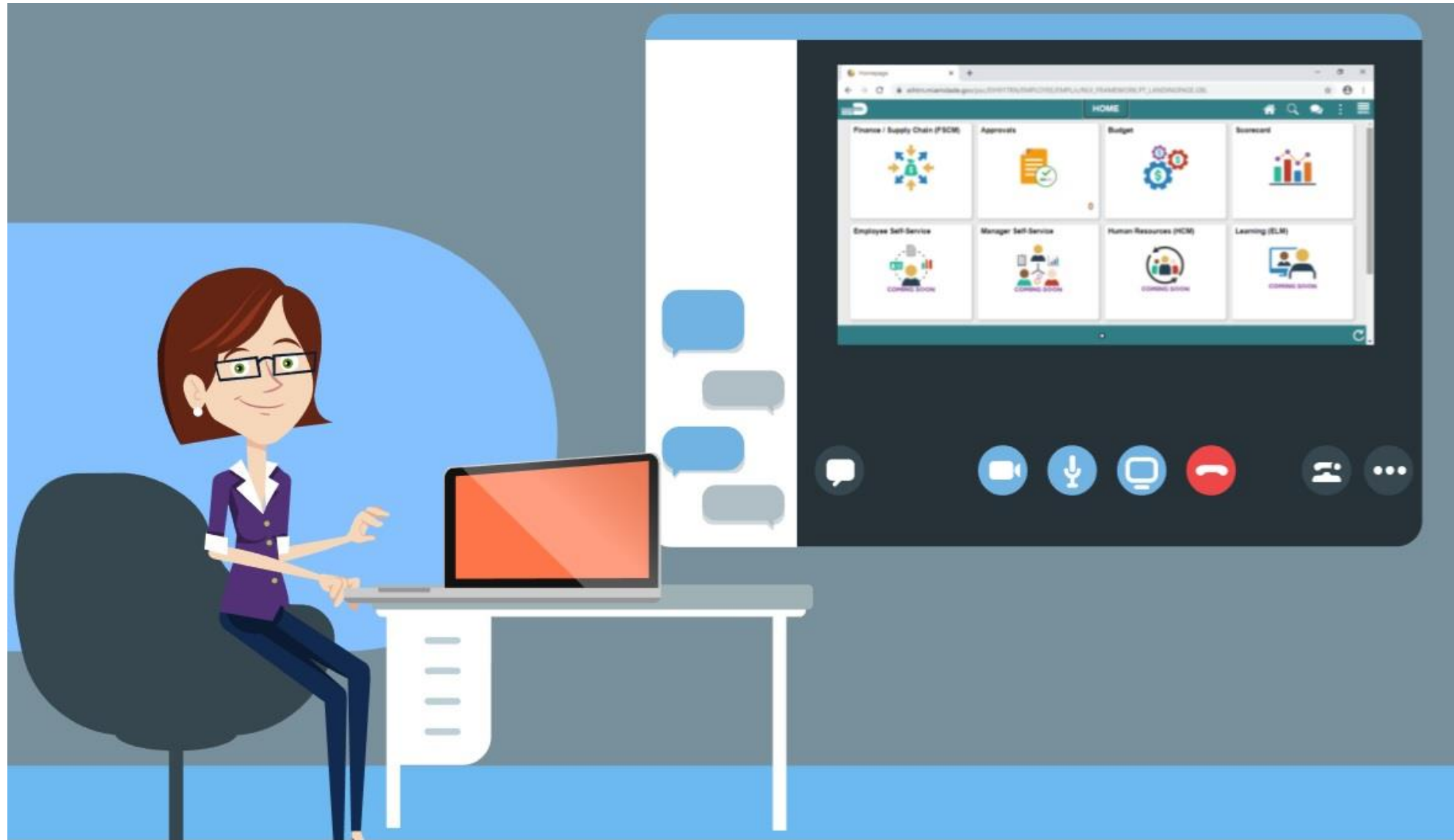
Absence Details
No absence data for today

Lesson 3: Manage Work Schedule, Continued

5. On the **Schedule Detail** page, review the Primary Schedule section.
6. Change the **Shift ID** to reflect the new schedule that is going to override what is currently there. Do not override the **taskgroup** for the employee.
7. When all applicable schedule information has been entered, Select **Save**. It is only after the schedules is saved that the information is overridden.

The steps to override an employee's schedules are now complete.

Lesson 3: Activities and Exercises



Lesson 3: Lesson Summary

Now that you have completed the Manage Work Schedule lesson, you should be able to:

- Understand the Elapsed Schedule
- Assign a Personal Schedule
- Manage Schedules

Module 3: Course Summary

Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

Course Content Summary

Congratulations! You have completed the Time Management – Timekeeper course.

You now should be able to:

- Enter Time on behalf of an employee
- Submit Absence on behalf of an employee
- Manage Work Schedules

Additional Training and Job Aids

If you have further questions about any of the topics presented in this course, use the following resources:

User Productivity Kits

- Enter Time on Behalf of Employee
- Submit Absence on Behalf of Employee
- Submit Partial Absence on Behalf of Employee
- Manage Work Schedule (Managing Schedules)
- Manage Work Schedule (Assign a Personal Schedule)

For additional information, be sure to visit: www.miamidade.gov/informs



CONGRATULATIONS

Congratulations on successfully completing the **Time Management** course!

MSS 204 – Manager Self Service – Time Management - Timekeeper